

NAVSTANORVAINST 12451.2F
N3C

NAVSTA NORVA INSTRUCTION 12451.2F

Subj: NAVAL STATION (NAVSTA) CIVILIAN EMPLOYEE OF THE QUARTER
(COQ)/CIVILIAN EMPLOYEE OF THE YEAR (COY) AWARD

Ref: (a) Civilian Personnel Manual, Chapter 451

Encl: (1) Sample Civilian of the Quarter/Year Nomination

1. Purpose. To provide instructions for submitting nominations and selecting the most deserving employees for recognition as the NAVSTA COQ/COY.

2. Cancellation. NAVSTANORVAINST 12451.2E.

3. Background

a. Reference (a) encourages honorary awards to be used as a means of recognizing civilian employees for special achievements, which further the mission of the command but do not meet the criteria for special awards or other formal recognition under the Navy Incentive Awards Program. Honorary awards are not intended to serve as substitutes for deserved cash awards and may be granted independently of, or in addition to, cash awards.

b. To be effective, this program requires the commitment and support of management, both military and civilian.

4. Honors and Awards. The Naval Station, COQ/COY will receive appropriate honors and awards to include:

a. Letter of Commendation from the Commanding Officer, Naval Station Norfolk.

b. Appropriately inscribed Naval Station plaque.

c. On-the-spot award - COQ/COY Committee will determine the amount for winner and non-selected nominees.

d. Display of his/her picture on COQ/COY Board.

e. Appropriate publicity and news release.

5. Eligibility. Nominees must be employed by Naval Station Norfolk, for at least one year prior to date of nomination and must have received an acceptable rating on their most recent performance appraisal. Performance appraisals must be up to date. Nominees must be GS-12 and below.

6. Program Responsibilities

a. Overall operation and administration of the COQ/COY Award Program will be under the direction of Executive Officer, and exercised through an Awards Committee. The Executive Officer serves as Chairman. The Program Administrator, appointed by the Chairman, shall coordinate all committee activities and act as non-voting member unless voting by other members results in a tie. The Awards Committee membership is as follows:

(1) Chairman - Executive Officer.

(2) Program Administrator - The Executive Officer shall appoint a senior civilian (GS-12 or above) to serve as Program Administrator, coordinating the selection process and subsequent materials required for award presentation.

(3) Committee Membership - The senior civilian (GS-12 or above) or department head from the following departments shall participate in the selection process: Regional Port Operations, Administration, Chaplain, Legal, Business Department, Public Affairs, and Special Operations. In the event that a department head nominates the senior civilian, the department head shall serve on the board for that particular selection cycle.

b. The Awards Committee shall meet, review and discuss nominee packages and submit selection for Naval Station's COQ to the Chairman. Committee meetings are normally scheduled in March, June, September and December, per NAVSTA Master Administrative Calendar. COY selection will be in accordance with NAVSTA Master Administrative Calendar, usually the second week of January.

7. Nominations

a. Nominations for the COQ/COY Award may be made by and military or civilian supervisor, and must be endorsed by Department Head. Enclosure (1) provides a sample nomination

format. Nominations should be submitted electronically and must include a proposed Letter of Commendation.

b. Deadlines for submitting nominations for COQ and COY will be published in the NAVSTA Master Administrative Calendar.

c. Nominations for COQ/COY awards will be based on the following criteria:

(1) Professional ability

- (a) Demonstrated performance above and beyond.
- (b) Acceptance of responsibility.
- (c) Ability to instruct and/or receive instruction.

(2) Conduct and attitude

- (a) Initiative.
- (b) Resourcefulness.
- (c) Interest in assigned tasks.
- (d) Dependability.
- (e) Self-development.
- (f) Contribution to efficiency of the command and contribution toward good morale of co-workers.

(3) Character/Work Ethic

d. The four COQ selectees will automatically be considered among the nominations for COY recognition. Selections will be made based on a vote of the appropriate Awards Committee.

8. Action

a. The committees shall select a COQ/COY and submit a nomination to the Program Chairman via the Program Administrator for approval.

b. Plaques and any other award items to be given selected employees will be prepared or arranged for by the Program Administrator.

c. The ceremony recognizing the quarterly winners normally will take place at the Naval Station Norfolk Awards Ceremony during the months of January, April, July, and October. Specific dates will be published in the Master Administrative Calendar.

d. The ceremony recognizing the yearly winners will take place at the NAVSTA Awards ceremony held in January.

e. The assigned Program Administrator will be responsible for ensuring that the provisions of this instruction are carried out as prescribed.

G. L. BECKER

Distribution:

DEPT HDS/Staff PERS

SUPVRS of CIV PERS